STUDENT SCHEDULING AND REGISTRATION

COMPLIANCE WITH THIS PUBLICATION IS MANADATORY

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This regulation establishes policy, procedures and responsibilities governing the registration, scheduling and part-time enrollment of students at the Air Force Institute of Technology. The provisions of this regulation are applicable to the faculty, staff, and students associated with the AFIT resident graduate program.

This publication is affected by the Privacy Act of 1974 as amended. Each form that is subject to the provisions of AFI 37-132 and required by this publication contains a Privacy Act statement either incorporated in the body of the document or in a separate statement accompanying each document.

1. Policy.

1.1. AFIT students consist of active duty military members, government employees, DoD contractors, civilians, and international students.

1.2. AFIT's Academic Scheduling and Registration Section (AFIT/RRDS) will serve as the focal point for processing registration information and developing a course schedule.

1.3. AFIT/RRDS develops and maintains a suspense calendar to control the transfer of information between RRD and the resident school. All faculty, staff, and students will adhere to this calendar.

2. Suspense Calendar.

2.1. The AFIT/RRDS-developed suspense calendar will be utilized to determine the specific day specific actions will occur. These actions include registration, grade submissions, grade report production, and graduation functions.

2.2. The calendar will be generic in nature. AFIT/RRDS modifies the calendar, as needed, to meet changes in procedures and requirements in coordination with the dean of the school or his/her representative.

2.3. Each quarter AFIT/RRDS adjusts calendar items, as needed, to allow for holidays or special events occurring during the term. The quarterly suspense calendar is available to faculty, staff, and students through the Public Folder in Outlook.

3. Scheduling.

3.1. Course Scheduling

3.1.1. The Registrar's Division develops a course schedule for each term, scheduling course locations and times, while adhering to the following guidelines:

3.1.2. AFIT/RRDS will schedule courses with four or more students only, unless the instructor submits an approved AFIT Form 28, [Special Scheduling Request], noting the low enrollment and specifically requesting the course be scheduled. Instructors initiate and sign the AFIT Form 28; corresponding department heads sign the form. All correspondence regarding registration, scheduling, grading, graduation, etc., is routed through the school's registrar liaison and forwarded to AFIT/RRDS.

3.1.3. Courses will be scheduled for all days and times of the workweek except from 1100 to 1300 on Thursday. This time is reserved for Institute meetings, guest speakers, commandant's calls, administrative and departmental functions.

3.1.4. AFIT/RRDS will attempt to honor special scheduling requests (through the use of AFIT Form 28) that are approved by the department head, contain detailed justification, and are submitted according to the suspense calendar. However, if it becomes apparent that these requests will delay the scheduling process, then RRDS may request clarification and approval of these by the dean.

3.1.5. AFIT/RRDS will send a finished course schedule to the schools, which will review it and notify RRDS of any serious deficiencies. Problems caused by drop/add actions or additional faculty requests are not sufficient reasons for modifying the schedule.

3.1.6. After the review and any necessary modifications, RRDS will publish and distribute an official course schedule, course rosters, and individual student schedules.

3.1.7. Once RRDS publishes the official course schedule, the schools must accomplish any other changes needed, with a hard copy forwarded to RRDS for filing.

3.2. Final Examination Schedule

3.2.1. AFIT/RRDS will develop a final exam schedule based upon each course's meeting time and any special request.

3.2.2. Final exams will only be scheduled for courses that include a final exam requirement in the course offerings information.

3.2.3. The final exam schedule will be distributed according to the suspense calendar.

4. Admission.

4.1. Requests for admissions are submitted in accordance with instructions provided in AFCAT 36-2223, Chapter 4 and policy established by the Registrar's Directorate, Evaluations and Admissions Division (RRE). Requests for admission of non-U.S. citizens are submitted to AFIT/IA for review.

4.2. AFIT/RRES, Selections Branch, enters the SSAN, name, rank, and other pertinent demographic and student information for new students in the Quota Education Selection Transactions (QUEST) application of the AFIT Student Information System (AFITSIS). After making copies of relevant documents for RR and school use, the selections specialist will forward the student's record to RRDS.

4.3. RRDS forwards to the schools copies of pertinent educational records. RRER reviews the data entered by RRES and enters additional student information in the Student Tracking and Registration System (STARS) application of the AFITSIS.

5. Course Administration.

5.1. Course Availability

5.1.1. Courses may be offered for registration only if an approved AFIT Form 51, [Course Description Summary], is on file in AFIT/RRD. If an existing course is changed or a new course is added, schools enter the AFIT Form 51 information in a temporary file in STARS. When RRD receives the approved hard copy of the form, RRDS transfers the temporary file into the STARS course catalog file.

5.1.2. The schools enter quarterly course information in STARS. This information must agree with the most recent AFIT Form 51 on file and include the following:

    Course number and title
    Contact hours
    Credit hours
    Instructor's name
    Final examination requirement

5.2. Auditing Courses

5.2.1. Part-time students may audit courses with permission from the instructor. At the discretion of the school, the audited course may appear on the student's transcript. Those courses that are included on the student's transcript will receive the grade of "AU".

5.2.2. Tuition fees are the same for auditing a course as for registering for credit.

5.3. Special Study Course Offerings: Students will use the AFIT Form 112, [Drop/Add-Special Study Request], to register for special studies. (DAGSI students must complete an add form and non-DAGSI part-time students must complete an AFIT Form 3). The AFIT Form 112 requires student, instructor, and department head signatures and serves as both a registration form and notification of a special study course offering. Students will forward all copies of the AFIT Form 112 to AFIT/RRDS through the school's Registrar Office point of contact.

5.4. Dropping and Adding Courses

5.4.1. It is the student's responsibility to initiate an AFIT Form 112. DAGSI students must also complete a DAGSI Drop Form whenever a change to registration is necessary. Student advisors should ensure that students are fully aware of their responsibilities. Instructors and department heads will sign the form, depending upon the action being requested, and will forward all copies to AFIT/RRDS through the school's Registrar Office point of contact.

5.4.2. Any student who wishes to enroll or withdraw from a course after AFIT/RRDS receives the student course registration from the school, must complete an AFIT Form 112. Approved drop/add actions will be accomplished after the official course schedule has been published.

5.4.3. It is the student's responsibility to resolve any scheduling conflicts resulting from the drop/add action.

5.4.4. AFIT Forms 112 for courses dropped during the first two weeks of the quarter must be received in AFIT/RRDS by close of business (COB) Friday of the third week.

5.4.5. AFIT Forms 112 for courses dropped after the first two weeks but before the sixth week of the quarter ("W" grade given), must be received by COB Friday of the sixth week.

5.4.6. Course additions must be accomplished by COB Friday of the fifth week.

5.4.7. AFIT Forms 112 for courses dropped after the fifth week of the quarter ("WP" or "WF" grade given) must arrive by COB Thursday of the ninth week. All courses must be dropped by the eighth week of the quarter; otherwise the student must remain in the course until the end of the quarter.

5.4.8. AFIT Forms 112 must be received prior to the deadlines established for the respective actions. Exceptions to this policy must be staffed, with full justification from the appropriate department head, to the Registrar's division for approval.

6. Registering Students.

6.1. Full-Time Traditional "Quota Student" Registration

6.1.1. The schools enter the student's Education Plan (EdPlan) information in STARS. The EdPlan includes courses listed, by term, that students will take during their entire AFIT attendance. EdPlans are monitored and changed, as necessary, but must be accomplished prior to the appropriate term scheduling process.

6.1.2. AFIT/RRDS uses this information to register full-time students for AFIT resident courses in the AFITSIS.

6.2. Dayton Area Graduate Studies Institute (DAGSI) Registration

6.2.1. The DAGSI program is available to eligible persons pursuing engineering degrees. DAGSI registrations are subject to the policies of each partner school. Applicants must be evaluated and admitted in accordance with the requirements of the Admissions Division of the Registrar's directorate. AFIT/RRD, Registrar's Division confirms that admission has been granted prior to registering DAGSI students.

6.2.2. A DAGSI Add Form, approved by the student's home school registrar and partner school's registrar (if applicable), must be used to register. AFIT/RRD and AFIT/ENA maintain these forms. The student may register for up to three courses at any of the partner schools.

6.2.3. A DAGSI Drop Form, approved by the home school registrar and partner registrar (if applicable), must be used to terminate registration. AFIT/RRDS and AFIT/ENA maintain these forms.

6.2.4. The DAGSI student will be responsible for paying the tuition and fees of the institution(s) in compliance with the requirements of the applicable institution. The DAGSI Graduate School Catalog lists current tuition rates for each institution. The student's status (scholarship/non-scholarship), must be annotated on the DAGSI Drop/Add Form. If the student is non-scholarship, they must be advised of payment requirements and be referred to the AFIT Bursar to make tuition payment arrangements.

6.3. Enrollment of (non-DAGSI) Part-Time Students

6.3.1. Military personnel, federal government employees, AFIT faculty and staff, and non- degree seeking DoD contracting personnel may, with the approval of their supervisors, apply for eligibility and enrollment as part-time students in graduate degree programs offered by AFIT. Eligibility is limited to those personnel authorized to attend by their supervisors after determining applicability of course work to the student's job.

6.3.2. Academic eligibility and admission to the program will be accomplished by AFIT/RRE. An approved AFIT Form 2, [Application for Admissions as a Part-Time Student], and AFIT Form 3, [Registration Part-Time Students], are required for registration. The AFIT Form 2 is prepared by AFIT/RRE in triplicate and submitted to the school along with applicable transcripts and test scores. The AFIT Form 3 is also submitted in triplicate, must have the signature of the student's supervisor, and be submitted to the academic advisor for approval. In addition to the AFIT Form 3, all part-time students (except DoD contractor personnel) registering for credit must submit a DD Form 1556, [Request, Authorization, Agreement, Certification of Training and Reimbursement], through channels to their servicing civilian/military personnel office.

6.3.3. Registration is permitted on a space-available basis only and is usually limited to two courses in any one quarter. Once admitted, part-time students are subject to the academic rules and regulations that apply to regularly enrolled students. Part-time students are personally responsible for dropping or withdrawing from courses.

6.3.4. Credit earned as a part-time student may be applied toward degree requirements if the student is subsequently selected for attendance as a full-time student.

6.3.5. Part-time students (except DoD contractor personnel) may be admitted to degree candidacy by the individual school and be awarded an AFIT degree. A copy of degree candidacy will be forwarded to the Registrar's office.

6.3.6. Full-time resident students, who have been removed from full-time status, must seek approval from the dean prior to applying for part-time status. Approvals will be forwarded to the Registrar's office for inclusion in the student's record.

6.3.7. Students who previously obtained a degree as a full or part-time student must re-apply to enroll in additional courses.

6.3.8. Tuition fees will be assessed in accordance with AFIT policy.

6.3.9. Registration and proxy registration will be limited to dates established by the Registrar's office and will be published quarterly in the Academic Suspense Calendar and base bulletins. Prospective students must petition the dean of the school, by letter, for any waiver.

6.4. Part-Time Distance Education Students: Part-time students residing in other geographical areas are subject to the same rules and regulations as regular part-time students.

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